



We work to improve the way young people learn, the way they live and the way they lead.

AGREEMENT TO FUNDRAISE

Yes! We understand the terms and conditions under which any fundraising activities benefiting The Foundation for Young Australians (FYA) need to operate. We will endeavour to ensure that FYA representatives are informed of the development of any fundraising concepts and approve any promotional material or media releases citing FYA as the beneficiary.

Your Name

Your Title: Mr / Mrs / Ms / Dr

Name of community / Company / Group (if applicable)

Position Held by Event Coordinator

Your Address

Suburb State Postcode

Your Contact Phone / Mobile

Your Email

Please describe your proposed fundraising activities / events including date, venue and venue address:

Four horizontal lines for text input.

How will funds be raised?

Two horizontal lines for text input.

Estimated Donation:

I have read the terms of agreement and offer to hold my fundraising event in accordance with the Foundation for Young Australian's guidelines. I understand my obligations with regards to sending the proceeds raised to FYA within 14 days.

I, \_\_\_\_\_ (Fundraiser's Name) agree to conduct my event \_\_\_\_\_ (Event Name) in a manner which upholds FYA's integrity, professionalism and values. I agree to inform FYA if the details of my event deviate from those stated on the Offer Form.

Signed

Date

Prese return this completed form to info@fya.org.au

Please turn over for terms of Agreement

# Fundraising Terms of Agreement

The Australian Government has developed legislation governing the conduct of fundraising. Under the Charitable Fundraising Acts in each state, anyone wishing to raise money for charitable purposes must hold an authority to fundraise issued by the organisation, The Foundation for Young Australians (FYA).

So before you get started in your fundraising for FYA, we will need to authorise your fundraising activity. All individuals, groups or organisations who wish to fundraise must register with us, whatever the size of the event or the donation (cash or in kind). The Fundraising Guidelines are designed to assist you in planning your fundraising activities in support of FYA. We need you to read the guidelines, then complete, sign and send back the "Agreement to Fundraise" to us.

***Thanks again for your support! We're sure that you'll enjoy fundraising for FYA and sharing in our joy of improving the way young Australians learn, the way they lead and the way they live.***

## **BECOMING AN FYA FUNDRAISER**

- Any person, organisation, group or other, fundraising in the name of the FYA needs to accept the following guidelines and register their fundraising activity with FYA. Please contact us if you have any questions – we are here to help!
- Please read through these Guidelines, then complete and sign the Agreement to Fundraise accepting FYA's fundraising conditions.
- Return the Agreement to Fundraise Form to your FYA Development team representative. If your event is suitable, FYA will send you an authorisation letter or 'sanction' to fundraise on our behalf.

***The Fundraiser is not authorised to use FYA as its beneficiary charity until it has received the sanction letter.***

## **FUNDRAISING FOR FYA**

- Due to limited resources, FYA is not able to take a coordination role in your event, such as assistance with ticket sales, soliciting prizes or organising celebrities. The Event, including the financial aspects, fundraising, raffles, record keeping and management of the Event shall be conducted in your (the Fundraiser's) name and is the sole responsibility of the Fundraiser.
- The Fundraiser's arrangements for the Event must be planned with the approval of FYA and FYA expects a reasonable level of liaison and information about the Event.
- Any changes made from the original details provided on the Agreement to Fundraise Form must be reported to FYA and may result in a new sanction to be authorised.
- FYA requires that there be no door-to-door appeals, street collections or telephone solicitation of any kind to the public in connection with the Event.

## **FINANCIAL ASPECTS OF THE EVENT**

- Any expenditure involved with the conduct of your fundraiser and any disposition of funds and profits resulting from a fundraising appeal must be properly authorised by FYA beforehand.
- The Fundraiser must take all reasonable steps to ensure that the expenses do not exceed a fair and reasonable proportion of the gross proceeds obtained from the event. This generally means that expenses should not exceed 40% of the gross proceeds.
- The proceeds of the Event, the official sanction letter, and a statement of income and expenditure together with copies of receipts for all expenditure, are to be sent to FYA within 14 days of the conclusion of the Event.

- Individual receipts for tax deductions for supporters of the Event can be issued by FYA if that supporter makes a donation of \$2.00 or more to FYA. If supporters would like receipts, please send a list including name, address, and phone number and donation amount. If the total of individual receipts exceeds 10 individuals, please provide FYA an electronic version of your register.

- When the supporter has received goods or services in return for money given (e.g. purchased raffle tickets or prizes at auction), a tax-deductible receipt cannot be issued.

- For donated goods and services FYA requires correspondence from the company or individual stating the donated value of goods or services to the event. Accurate records of the donors' details assist FYA with financial reporting and thank you letters.

## **THE USE OF FYA'S NAME AND LOGO**

- The Fundraiser has no right to the names 'The Foundation for Young Australians' and 'FYA'. Nor is the Fundraiser given the right to raise funds in those names. This means you cannot call your event an FYA event i.e. "A FYA Trivia Night", however you can call it an event supporting The Foundation for Young Australians.
- FYA can sanction the use of a line of copy stating the relationship between the Fundraiser and FYA for all fundraiser promotional material. Recommended wording would be, 'This event proudly supports The Foundation for Young Australians' or 'Funds raised will assist The Foundation for Young Australians to empower young Australians to be successful learners and creative, active and valued citizens.'
- Any printed materials or advertisements to be used by the Fundraiser in relation to the Event must be submitted to FYA for approval and must also state how the proceeds from the event are to benefit FYA, e.g. 'all proceeds from this event' or 'all proceeds from the auction'. Please allow 10 days for approval of your material.
- If the Fundraiser wishes to use the FYA logo on any materials or products, the Fundraiser must obtain prior permission from FYA. Please contact your FYA Development team member for more details.

## **MEDIA AND PUBLIC RELATIONS**

- All media materials and press releases must be approved by the FYA prior to circulation. Please allow 10 days for approval and we are happy to discuss any ideas you may have and provide an example press release.

## **FYA REPRESENTATIVES**

- It may be possible to arrange for an FYA Representative to attend your event depending on availability. At least 3 weeks' notice is required.

## **PERMITS**

- Some activities require permits e.g. raffles where the total prize pool is over a certain amount.
- Permits are also required by councils and shopping centres for outdoor events.
- If you have any queries please contact the FYA Development team, or visit the Our Community website – <http://tinyurl.com/fundraisinglegislation> – for the authority in your State or Territory.

## **LIABILITY**

- All aspects of financial and public liability and public safety are the responsibility of the event organiser. As FYA is not the event organiser we are unable to cover any liability on your behalf.
- The Fundraiser agrees to release FYA to the fullest extent permissible under law for all claims, except where such liability arises because of the negligence of FYA or its agents. Therefore, please ensure that any space or venue used for your fundraising activities has the required public liability insurance.

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